

Date

Case # _____

**CITY OF WICHITA
OLD TOWN OVERLAY DISTRICT
DESIGN REVIEW APPLICATION**

Return to:

**Historic Preservation Planner
Metropolitan Area Planning Department
City Hall, Tenth Floor
455 N. Main St.
Wichita KS 67202
Phone: (316) 268-4392**

Please type or print clearly.

Address of Property:

Name of Applicant:

Address of Applicant (Include ZIP):

Applicant's Phone:

(Office) _____ (Home) _____

Name of Owner (if different):

Address of Owner (if different):

Owner's Phone:

(Office) _____ (Home) _____

Contractor/Architect:

Contractor/Architect Phone:

MODIFICATION OR PROJECT TYPE. (Check all that apply.)

☐ *Roof* ☐ *Wall* ☐ *Awning* ☐ *Sign*
☐ *Window/Door* ☐ *Grounds* ☐ *New Construction/Demolition*

Please attach the documentation requested for each of the project types checked. Using one section below for each portion of your project, materials and specifications should be listed in detail and a completion date should be projected for each phase of the project.

1. MODIFICATION:

DESCRIPTION & CONDITION OF EXISTING MATERIALS:

DESCRIPTION OF REPLACEMENT/NEW MATERIALS:

DESCRIPTION OF METHOD OF REHABILITATION:

COMPLETION DATE:

2. MODIFICATION:

DESCRIPTION & CONDITION OF EXISTING MATERIALS:

DESCRIPTION OF REPLACEMENT/NEW MATERIALS:

DESCRIPTION OF METHOD OF REHABILITATION:

COMPLETION DATE:

3. MODIFICATION:

DESCRIPTION & CONDITION OF EXISTING MATERIALS:

DESCRIPTION OF REPLACEMENT/NEW MATERIALS:

DESCRIPTION OF METHOD OF REHABILITATION:

COMPLETION DATE:

RECEIVED BY:

Applicant's Signature

Date

Preservation Planner

Date

Owner's Signature

Date

APPROVED BY:

CONCURRENCE BY:

Director of Planning

Date

Downtown Development Coordinator

Date

FOR STAFF USE

PROJECT 1	Major	____	Minor	____	Approved	____	Approved w/ Conditions	____	Specifications Attached	____	Denied	____
PROJECT 1	Major	____	Minor	____	Approved	____	Approved w/ Conditions	____	Specifications Attached	____	Denied	____

PROJECT 1 Major ____ Minor ____ Approved ____ Approved w/ Conditions ____ Specifications Attached ____ Denied____

CONDITIONS:

REQUIRED DOCUMENTATION FOR PROJECT TYPES

“OT” Overlay District

General documentation for projects in the overlay district should include photographs, drawings, a listing of materials to be used and/or a description of the methods to be used to complete the project. Special circumstances may, on occasion, require additional materials to ensure a speedy review. It is highly recommended that an applicant discuss any proposed projects with staff prior to finalizing plans or submitting the application. The normal documentation requirements for various type of projects are listed below. For answers to any questions concerning the requirements or review procedures, please call 268-4421.

NOTE: **THIS IS NOT A BUILDING PERMIT!** For building permits and requirements, see the Office of Central Inspection.

ROOF

- Photographs of any elements visible from the street
- List of materials
- Description of method of installation

AWNINGS

- Photograph of the wall/area to be covered
- List of materials
- Description of method of installation
- Photograph or drawing of the proposed awning

WINDOW/DOOR

- Photographs of the existing unit and the facade on which work will be completed
- Description of method of installation
- List of materials
- Description of the new unit, including photographs, drawings and/or descriptive literature, if available

SIGNS

- Photographs of the area where the sign(s) will be installed
- Description of the method of installation
- List of materials
- Drawing of the sign(s), indicating dimensions and location on the ground or the building's exterior (indicate colors and provide pallet)

WALLS

- Photographs of existing walls
- Description of the nature of the repairs to be undertaken
- List of materials
- If alterations will be made to the wall's configuration, a drawing of the elevation of the completed wall is required.

GROUND AND FENCES

- Photographs of the area to be affected, Including adjacent buildings
- Site plan, showing buildings and proposed improvements

NEW CONSTRUCTION OR DEMOLITIONS

- Photographs of the site and adjacent buildings
- Site plan
- Description of method of construction/ demolition
- Elevation of proposed construction
- Description of plans for the property
- List of materials

OLD TOWN OVERLAY DISTRICT DESIGN REVIEW APPROVAL PROCEDURE/INSTRUCTIONS

1. Review the OT Overlay District Review Standards and Procedures.
2. If you have questions, contact the Metropolitan Area Planning Department, Tenth Floor, City Hall, 268-4421.
3. Contact the Office of Central Inspection, Seventh Floor, City Hall, to ascertain that your project meets Code regulations and their documentation requirements, then obtain an OT Design Review form.
4. Refer to the attached "Required Documentation for the Project Types" in order to determine any materials that may be needed in addition to those required by Central Inspection.
5. Upon approval of OT Design Review Committee, a copy of the approved application is forwarded to Central Inspection, commercial section.
6. Staff will assign your project a case number, and the Director of Planning will consult with the Superintendent of Central Inspection and determine whether or not the proposed project complies with the Standards, approval may be granted within ten days, and the Office of Central Inspection may issue the necessary permits. If problems are identified, staff may condition approval on one or more stipulations to modify the project, or the application may be rejected. If no action is taken within ten days, Central Inspection may release the permit, and the project may proceed.
7. Should the project be rejected, or if you object to any conditions of approval, you may obtain an application to have the case reviewed by the Board of Zoning Appeals in the Planning Department. The appeal process may take thirty days. (It is also possible that your project will be approved by staff, but if another Old Town property owner in the overlay district objects to that decision, he or she may appeal to the Metropolitan Area Planning Commission.